UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: FSA Employees

Event Calendar for Public Websites

Approved by: Administrator

James R. Little

1 Announcing Event Calendar

**A
Purpose**

This notice announces the availability of the Event Calendar for public websites.

**B
Event Calendar**

The Event Calendar is a Web-based calendar available for use by the County-Based Agencies (CBA's), that consist of FSA, NRCS, and RD.
The Event Calendar will be hosted by each of the agency Web Farms and made available through public websites.

2 General Information

**A
Objective of
Event Calendar**

The objective of Event Calendar is to give each CBA an opportunity to provide their customers with appropriate information about local activities, due dates, and other information in a timely manner. The Event Calendar is not intended to replace other methods of disseminating schedule information, such as paper-based newsletters or calendars; rather, it is a supplemental or additional method.

Disposal Date	Distribution
November 1, 2003	All FSA Employees, State Offices relay to Service Centers

2   General Information (Continued)

B
Event Types

Events that may be posted will be limited to only those officially sanctioned by FSA or its partners. These include Federal holidays and official State holidays, deadlines for program sign-up or reporting dates, field days, tours, meetings, open houses, and where appropriate, special State holidays that would impact the operation of the Local office.

3   Users Guide and Coordinator Responsibilities

A
CBA eGov Website

A complete Event Calendar employee and users guide is online at:

http://www.info.usda.gov/egovtraining

B
SED Action

SED's shall identify a State Event Calendar Coordinator responsible for:

- working with State leadership to determine policy on how many layers or levels of calendars will be allowed in that State; for example, only State-level calendars, or State-level plus county-level calendars, or State-level plus county-level plus program-level calendars

- contacting their respective Web Farm to set up the calendars

- ensuring the calendars are used according to USDA and FSA guidelines.

State Event Calendar Coordinators will also work with the FSA Web Farm to establish the standardized names to be used for the counties in that State. The Web Farm will then build the basic templates for those counties and provide a temporary user ID and password to be used by the Local staff to access and manage their calendar.

C
Contacts

If there are any questions, contact:

- FSA Web Manager, Jeff Kerby at 202-720-1593
- FSA Event Calendar Administrator, Betty Bomani at 816-926-1744.